



**STANISLAUS COUNTY
BOARD OF SUPERVISOR'S RESOLUTION
ADOPTED FEBRUARY 01, 2000/RESOLUTION # 2000-89
PROGRESSIVE EMPLOYMENT PROGRAM (PEP)
PREVIOUSLY KNOWN AS THE HOPE PROGRAM**

WHAT IS THE PEP PROGRAM?

Persons who are interested in employment with Stanislaus County who have a visual, hearing, speech, orthopedic, developmental disability, or mental impairment, and recovering alcoholics and addicts, are eligible for appointment consideration under this program. Placement of PEP eligibles in County government can be made at the trainee level in any job classification that is PEP designated by the County' Chief Executive Office/Personnel and department where the position is allocated. PEP appointees will be selected at the trainee level consistent with the County's "trainee" provision. This means that their appointments will be at 15% below the salary assigned to the position they are filling. Appointments under the "trainee" provision will be for up to 24 months. If PEP participants successfully perform the duties of the job, and meet the minimum qualifications for the regular position, they will then be considered for regular appointment.

PEP CERTIFICATION

Positions that are PEP designated will be announced in Stanislaus County job announcements. Persons who are interested in applying for PEP designed positions must first be PEP certified by an established agency that provides services to persons with disabilities. Such agencies could include the State Rehabilitation Department, physician offices, the Modesto Independent Living Center, United Cerebral Palsy Association, Stanislaus County Blind Association, Association for Retarded Citizens, Stanislaus County Mental Health Department, to name a few. Persons interested in being certified for program consideration should have the appropriate agency complete a program eligibility form which confirms medical evidence of their disability. A copy of the PEP certification form is attached. A completed copy of the certification form must be attached to each County application for positions applied for under PEP. The original certification form should be retained by the applicants for use in applying for future PEP designated positions.

ANNOUNCEMENTS

Job announcements allowing consideration of PEP participants will be available in the Stanislaus County Chief Executive Office/Personnel.

HOW TO APPLY

Persons can apply for PEP designated positions at any time by completing a County application for employment for those positions that are open to PEP participants. PEP designated positions will be advertised in County job announcements. Persons interested in applying for these positions will be required to complete a County application form and the PEP certification form previously mentioned. In applying for PEP designated positions, the applicant must specify in the “Position Applied For” section of the application that the application is being submitted under PEP. Since this is a “trainee” program, persons applying under this program are not required to meet the minimum qualifications for the position for which they apply. Applicants must include on the application the word “trainee” after the title of the position for which they applied. For example, if the applicant applied for Administrative Clerk, the wording to place under “Position Applied For” would read “Administrative Clerk Trainee.” The completed application and signed PEP certification form must be returned to the County Chief Executive Office/Personnel on or before the filing date specified on the job announcement. Individuals not specifying that they are applying under PEP will be considered under the County’s regular recruitment process should a regular recruitment be taking place. The fact that persons may be disabled does not require them to apply for PEP positions if they do not wish to do so, but may apply for employment under the County’s regular recruitment process.

EXAMINATION PROCESS

Submission of applications under PEP will be in the same manner as under the County’s regular recruitment process as outlined above. Persons needing an accessible testing location, an interpreter or other special testing arrangement should indicate so in section #12 of the County application form. The examination process will be limited to a departmental interview only. Candidates who pass the interview will be placed on an eligible list, and appointments to vacant PEP positions will be made pursuant to the County’s Selection Ordinance. Eligibles will have their names placed on an eligible list for a minimum of six months, unless hired or the list is abolished sooner or extended. Eligible trainees must prove their eligibility to successfully perform assigned duties and could conceivably remain on PEP status for up to 24 months depending on the amount of experience and/or education they bring to the job and the minimum qualification requirements for the position. Appropriate reasonable accommodations will be provided to disabled PEP hires during both the trainee assignment, and after promotion to regular status, if such accommodation continues to be required.

JOB EXAMINATION PERIOD

After PEP candidates are appointed, they will be evaluated in the same manner in which regular trainees are evaluated. Trainees may be evaluated to regular employee status during the 24-month “trainee” period, upon meeting the minimum qualification requirements and approval by the employee’s department. Time spent under trainee status by PEP employees will not be counted towards meeting probationary and step increase requirements once they are elevated to regular employee status.

IMPORTANT CONSIDERATION

The same rights which apply to employees selected under the regular personnel system will apply to PEP employees. PEP appointments will be made in the Unclassified Service of County government.

INFORMATION

Additional information on how the Progressive Employment Program (PEP) works can be obtained by calling the Stanislaus County Chief Executive Office/Personnel at 525-6341. TDD (209) 525-5999.



**STANISLAUS COUNTY
PERSONNEL MANUAL
PEP CERTIFICATION PROCEDURE
FEBRUARY 01, 2000**

Now that you have this certification form, there are a number of steps that you must follow before you can be considered for a trainee appointment under Stanislaus County Progressive Employment Program (PEP).

PROCEDURE

1. Visit the Stanislaus County Chief Executive Office/ Personnel, 1010-10th Street, Suite 2300, Modesto, CA and identify those positions that are PEP designated and of interest to you.
2. Complete the standard County application for employment form for those PEP designated positions that are of interest to you and that are currently open recruitments. A completed copy of this certification form must be attached to each County application for positions applied for under PEP. The original certification form should be retained by you for use in applying for future PEP designated positions.
3. When applying for PEP designated positions make sure you indicate under “Position Applied For” that you are applying for a trainee level position. For example, if you are applying for Administrative Clerk, you should indicate on your application that you are applying for “Administrative Clerk Trainee.”
4. If you are successful in the examination process, you will be placed on an eligible list.
5. You will be certified for appointment consideration as a trainee appointee during the life of the list (County lists usually remain in effect for six months unless sooner abolished or extended) at such time as the department requests certification of PEP eligibles. Certification of PEP eligibles will be done pursuant to the County’s Selection Ordinance.



**STANISLAUS COUNTY
PERSONNEL MANUAL
PEP CERTIFICATION FORM
FEBRUARY 01, 2000**

This is to certify that _____(print name) qualifies for participation in the Progressive Employment Program (PEP).

PEP DISABILITY CATEGORIES

- | | |
|--------------------|---------------------------|
| _____Hearing | _____Mental Impairment |
| _____Speech | _____Recovering Alcoholic |
| _____Orthopedic | _____Recovering Addict |
| _____Developmental | _____Other (Specify)_____ |

Applicants understand that information regarding their disability status will be shared with the Stanislaus County Chief Executive Office/Personnel for program eligibility and Equal Rights Program data collection purposes.

(Signature of Applicant)

(Signature of Certifier)

(Date)

(Phone Number of Certifier)

(Title/Name of Certifying Agency)

(Address)

(City) (Zip Code)